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MED 201T.01: Medical Assisting Clinical Procedures I

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**THE UNIVERSITY OF MONTANA-MISSOULA
COLLEGE OF TECHNOLOGY
HEALTH PROFESSIONS DEPARTMENT**

COURSE SYLLABUS

COURSE NUMBER & TITLE: MED 201T MEDICAL ASSISTING CLINICAL PROCEDURES I

DATE REVISED: Fall 2006

SEMESTER CREDITS: 4

CONTACT HOURS PER SEMESTER: 90

LECTURE/LAB HOURS PER WEEK: 6

PREREQUISITES: Successful completion of MAT 100, SCN 119N

PROFESSOR: Jacki Elam, BA, RMA

Email: jacki.elam@mso.umt.edu

OFFICE: Room AD04A

OFFICE HOURS: Tuesday & Thursday, 11:10 a.m. to 12:00 p.m. Other hours by appointment.

OFFICE PHONE: 406/243-7835

RELATIONSHIP TO PROGRAM:

This course is a foundation course to the program, which offers the basic legal, ethical, and technical skills required to begin functioning as a medical assistant in the medical office setting.

COURSE DESCRIPTION:

Skill development necessary for assisting the physician with patient care in the medical office clinical setting. Includes assessment of vital signs, patient charting, aseptic techniques, administration of medications, patient examination, phlebotomy skills, care of equipment, specimen collection, and basic laboratory skills. Diagnostic procedure techniques as applied to electrocardiograms, spirometry, x-ray, and physical therapy will be included.

STUDENT PERFORMANCE OUTCOMES:

Upon completion of the course the student will be able to:

1. Apply the concept of medical ethics and law in the medical office setting.
2. Use therapeutic communication techniques to develop a relationship with the patient and co-workers.
3. Differentiate the concepts of disease transmission and practice medical/surgical asepsis to control the spread of infection.
4. Accurately perform and chart vital sign measurements.
5. Distinguish the parts of the patient medical history.
6. Obtain patient information and record on the patient record.
7. Differentiate between signs and symptoms of illness and/or a medical condition.
8. List the positions and sequence of the physical exam.
9. Provide patient teaching.
10. Prepare the patient and exam room for the examination.
11. Assist with routine and specialty examinations.
12. Describe normal nutrition with an understanding of food groups, carbohydrates, fats, proteins, vitamins, and minerals and provide patient education of nutritional requirements.
13. Understand and perform medication administration using assessment skills.
14. Describe types of medication administration, sites of administration, risks and contraindications to medication administration.
15. Describe laboratory safety, quality assurance, quality control, and equipment maintenance performed in an outpatient medical office setting.
16. Demonstrate an understanding of blood composition, function and formation.
17. Demonstrate an understanding of basic microbiology.
18. Describe microbiology specimen collection, achieving and recording accurate results, and blood chemistry testing. Describe and interpret common microbiology and blood chemistry procedures performed in the medical office. Perform blood specimen collection in an outpatient medical office setting.
19. Describe physical, chemical, and microscopic examination of urine and urine specimen collection.

STUDENT PERFORMANCE OUTCOMES (CONTINUED):

20. Identify surgical supplies, surgical instruments, and specialty surgical instruments.
21. Describe care and handling of surgical instruments.
22. Describe minor surgery preoperative, intraoperative, and postoperative care of the patient
23. Describe aseptic technique and assisting technique in minor surgery.
24. Describe dressings and bandages used in minor surgery.
25. Describe the different types of diagnostic radiology procedures, standard x-ray equipment, and radiation hazards and safeguards performed in an outpatient medical office setting.
26. Describe spirometry and spirometry technique performed in an outpatient medical office setting.
27. Describe the general principles of therapeutic exercise and heat and cold application.
28. Describe the cardiac cycle, components of an electrocardiogram, and cardiac stress testing; perform an electrocardiogram and post-test procedures performed in an outpatient medical office setting.

ATTENDANCE POLICY:

Attendance is strongly encouraged. Attendance is a strong indicator of an individual's commitment to the health care profession. The final grade will reflect attendance. **Three absences will result in one letter grade being dropped from your final grade.** No points will be added for attendance.

STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES: A final grade of 75% (C) is required to pass this course.

GRADING CRITERIA:

4 Exams each worth 100 pts = 400
TOTAL POINTS = 400

GRADING SCALE:

A = 360 – 400 points
B = 320 – 359 points
C = 280 – 319 points
D = 240 – 279 points
F = 0 – 239 points

CELL PHONES/PAGERS:

Due to an increasing number of students who own and use cell phones and pagers, it has become necessary to institute a policy regarding these tools during class times. As you are aware, these tools are distracting to an entire class. However, some students require them for business, which allows them to further their education. Please follow these guidelines:

1. If the cell phone/pager is not business or emergency related, please turn them off.
2. Use the vibrating option on your pager.
3. Do not listen to the message in class. Leave class quietly.
4. **CELL PHONES AND PAGERS MUST BE TURNED OFF DURING EXAM AND CLASS PRESENTATIONS.**

REQUIRED TEXT: Medical Assistant: A Patient-Centered Approach to Administrative and Clinical Competencies, by Prickett-Ramutkowski, Barrie, Keller, Dazarow, and Abel, Glencoe/McGraw-Hill Publishers.

SUGGESTED REFERENCE MATERIALS:

- Medical Dictionary (of choice)
- Laboratory Tests book (of choice)
- Drug book (of choice)

COURSE OUTLINE:

- | | |
|---|--|
| I. Medical Assisting as a Profession | VIII. Administration of Medications |
| II. Medical Ethics | IX. Microbiology & Specimen Collection |
| III. Medicine and the Law | X. Hot & Cold Therapy |
| IV. Basic Concepts of Asepsis & Infection Control | XI. Electrocardiography |
| V. Vital Signs and Anthropometrics | XII. Radiology |
| VI. Assisting with Routine & Specialty Examinations | XIII. Assisting with Minor Surgery |
| VII. Nutrition and Diet Modification | |

DAILY PLAN*

8/28	Introduction, One-on-One conference with Professor
8/30	Chapters 1, 2
9/1	Chapter 3
9/4	LABOR DAY HOLIDAY (MONDAY) – NO CLASSES
9/6	Chapter 19
9/8	Chapter 20
9/11	Chapter 21
9/13	Chapter 22
9/15	Chapter 36
9/18	Lab: Charting
9/20	<u>Test Ch. 1, 2, 3, 19, 20, 21, 22, 36</u>
9/22	<u>NO CLASS</u>
9/25	Chapter 37
9/27	Lab : Vital signs
9/29	Lab : Vital signs
10/2	Chapter 38
10/4	Chapter 39
10/6	Lab: Eye examination
10/9	Chapter 40
10/11	Chapter 41
10/13	Chapter 43
10/16	Chapter 42
10/18	Lab: Minor Surgery
10/20	<u>NO CLASS</u>
10/23	<u>Test-Ch. 37, 38, 39, 40, 41, 42, 43</u>
10/25	Chapter 45, 46
10/27	<u>NO CLASS</u>
10/30	Chapter 47
11/1	Chapter 48
11/3	Lab: Specimen collection & testing (urine)
11/6	Lab: Venipuncture
11/8	Lab: Venipuncture
11/10	VETERANS' DAY HOLIDAY – NO CLASSES
11/13	<u>Test-Ch. 45, 46, 47, 48</u>
11/15	Chapter 50, 51
11/17	Lab : Injection
11/20	Lab : Injection
11/22, 23, 24	THANKSGIVING HOLIDAY (WED., THURS., FRI.) – NO CLASSES
11/27	Chapter 49
11/29	Chapter 52
12/1	Lab: Electrocardiogram
12/4	Lab: Electrocardiogram
12/6	Chapter 53
12/8	Lab: Radiology
12/11-15	<u>Test-Ch. 49, 50, 51, 52, 53 (TBA)</u>

***SUBJECT TO CHANGE AS NECESSARY**